

How to Set Up an Office 2003 Toolbar

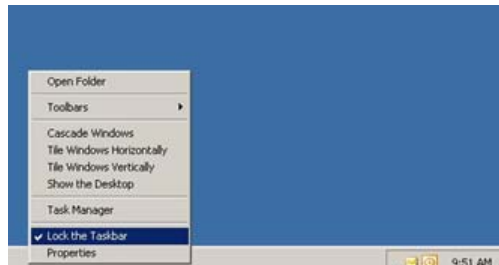
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FAQ No. S1.1.8

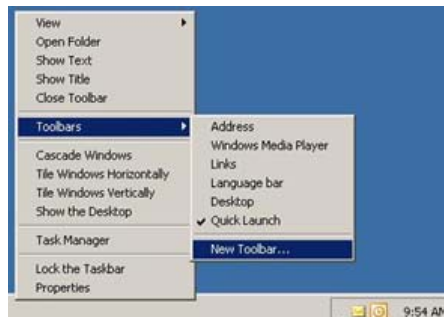
How do I create an Office toolbar for my desktop?

Creating an Office Toolbar

1. Right click on an empty space in the task bar, and deselect **Lock the Taskbar** if it is checked.



2. Right click the task bar again, then go to **Toolbars > New Toolbar**.



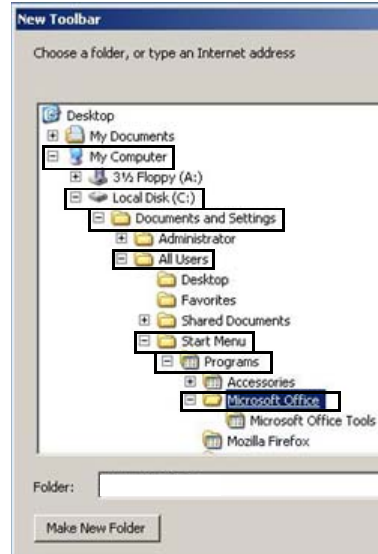
3. Under the **New Toolbar** dialog box, choose the following:
 - “My Computer”
 - Local Disk C:\
 - Documents and Settings
 - All Users
 - Start Menu
 - Programs
 - Microsoft Office

Frequently Asked Questions

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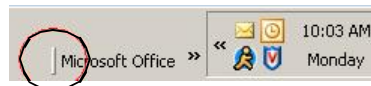
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4. Then click the **OK** button on the lower right side of the window.



5. The new toolbar should be located on the bottom right hand side of the task bar, near the system tray. It will be text that reads **Microsoft Office**. Move the mouse over the small bar just to the left of the name until the cursor changes to an arrow that points both left and right.



6. Holding the mouse button down, drag the cursor to the middle, right side of the screen. You should now have a new, relatively wide taskbar attached to the right of your screen. If you get a large box instead, drag it closer to the right side until it locks in.

NOTE: You can “snap,” or move, the new toolbar to the top or left of the screen if you prefer.



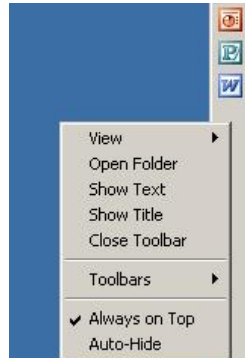
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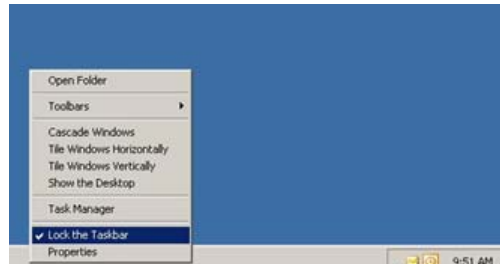
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7. Now that the toolbar is in place, it is time to streamline it a little bit. Right click an empty space on the toolbar, and then deselect both **Show Text** and **Show Title** if you do not want these options visible. Next, check **Always on Top**. Finally, resize the toolbar to a more manageable size.



8. To finish up, right click an empty space on the main task bar that runs across the bottom of your computer screen, and reselect **Lock the Taskbar**. By locking the taskbar, you prevent users from accidentally dragging any toolbars out of place.



Contact Information

If you have any questions or concerns about this topic, please contact the AgIT Help Desk at (888) 226-2438 or (765) 494-8333, or visit our website at <http://agithelp.agriculture.purdue.edu/>.

Frequently Asked Questions